



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District  
MARK RIDLEY-THOMAS  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

June 16, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

51

JUNE 16, 2009

Dear Supervisors:

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS:  
LANCASTER ANIMAL SHELTER EXPANSION PROJECT  
ADOPT, ADVERTISE, AND AWARD  
SPECS. 6997; C.P. 77560  
(FIFTH DISTRICT) (3 VOTES)**

**SUBJECT:**

The recommended actions will adopt plans and specifications; advertise for construction bids, and award and execute a construction contract for Lancaster Animal Shelter Expansion project.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Adopt plans and specifications for the Lancaster Animal Shelter Expansion project at an estimated construction cost of \$2,420,000 and instruct the Executive Officer of the Board to advertise the project for construction bids to be received and opened on July 21, 2009, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
2. Authorize the Director of Public Works to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$3,500 not-to-exceed fee, funded within the project budget.

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

3. Delegate to the Director of Public Works the authority to determine, in accordance with the applicable contract and bid documents, whether the apparent Lowest Responsive and Responsible Bidder has timely prepared a satisfactory baseline construction schedule and satisfied all the conditions for contract award, including the criteria adopted by your Board for contract award. Upon her determination that all such conditions have been satisfied, authorize the Director of Public Works to award and execute the construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder, and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will authorize the Department of Public Works (Public Works) to advertise for construction bids for the Lancaster Animal Shelter Expansion project and allow Public Works to award a construction contract to proceed with the construction. The adopt, advertise, and award process is being recommended in order to expedite the delivery of the project.

The proposed project will help relieve overcrowding conditions and provide improved animal care services at the Lancaster Animal Shelter. Approximately 21,000 animal impounds are estimated for the Lancaster Shelter in FY 2008-09. Economic conditions have resulted in increased owner relinquishments of household pets. In addition, the communities of the Antelope Valley have undertaken more proactive approaches to aggressive stray dogs which has resulted in additional impounds. To the extent an aggressive dog is housed in a single kennel run to ensure the safety of other dogs, overcrowding results in the remaining kennels. The overcrowding conditions at Lancaster have consistently resulted in adoptable animals being euthanized due to a lack of space. In the current fiscal year, over 90 percent of adoptable dogs and cats euthanized at the Lancaster Shelter were euthanized as a result of a lack of space. Within the last ten months, over 2,800 adoptable animals were euthanized due to lack of space at this shelter. The Department of Animal Care and Control (Animal Care and Control) routinely transports adoptable animals from the Lancaster Shelter to other County shelters to promote adoption opportunities.

The proposed project scope of work includes construction of a new 3,640-square-foot kennel building to accommodate 48 kennel runs; 900-square-foot cat holding facility to accommodate 88 cat cages; installation of a 2,400-square-foot prefabricated barn building donated to the County by the Los Angeles County Animal Care Foundation to

house eight horses; temporary relocation of the existing modular spay/neuter clinic onsite to allow for construction of the new kennel building; installation of a new 12-inch diameter water main along West Avenue I from 60th Street West to provide a new public fire hydrant for the facility as required by the County Fire Department; and other related site improvements required to implement the project. It is anticipated that project construction will begin in September 2009 and will be completed within one year.

The design and preparation of the construction documents for this project were completed by Public Works in-house staff with support from as-needed consultants.

Upon receipt and review of all bids, the apparent Lowest Responsive and Responsible Bidder will be determined. If the Lowest Responsive and Responsible bid can be awarded within your Board approved project budget, Public Works will proceed with the contract award. If the bid cannot be accommodated within the approved total project budget, a contract will not be awarded, and we will return to your Board with a revised project scope of work and/or funding recommendations.

Approval of the recommended actions will also authorize the execution of a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specification. Preparation of a baseline schedule is critical to successfully manage construction activities by the contractor and the County, and a responsible contractor must be able to produce such a construction schedule. Bid specifications provide that if the apparent Lowest Responsive and Responsible Bidder fails to complete an acceptable schedule, the Director of Public Works may return to your Board to recommend that the bidder be determined nonresponsive and recommend awarding the construction contract to the next apparent Lowest Responsive and Responsible Bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

### **Sustainable Design Program**

The proposed project will support your Board's Policy for Green Building/Sustainable Design Program to the extent feasible by: using building materials that are composed of recycled materials; using mechanical, plumbing and electrical systems that will optimize energy and water efficiency; and reducing the amount of demolition materials that would be deposited in landfills.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) and Community and Municipal Services (Goal 3) by investing in public infrastructure that will improve animal care and control services.

### **FISCAL IMPACT/FINANCING**

Public Works' fair construction cost estimate for the Lancaster Animal Shelter expansion project is \$2,783,000, including \$2,420,000 for base contract and \$363,000 for contingency fund. The total project cost, including plans and specifications, plan check, construction, consultant services, civic art, miscellaneous expenditures, and County services, is estimated at \$4,000,000. Sufficient appropriation is available in the Fiscal Year 2008-09 Capital Projects/Refurbishment Budget – Lancaster Animal Shelter Expansion Project (C.P. 77560) to fully fund the project. The Project Schedule and Budget Summary are detailed in Attachment A.

The proposed project is fully funded by prior year Departmental net County cost.

### **Operating Budget Impact**

Following completion of the animal shelter improvement project, the Department of Animal Care and Control (Animal Care and Control) will work with the Chief Executive Office to determine the appropriate level of associated maintenance and operation cost increases and will request funding as required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to your Board's Civic Art Policy adopted on December 7, 2007, and subsequently amended on November 18, 2008, the Lancaster Animal Shelter Expansion project budget includes one percent of design and construction costs to be allocated to the Civic Art Fund.

The project is not subject to the Countywide Energy and Environmental Policy adopted by your Board on January 16, 2007, since it involves the installation of a prefabricated barn building and construction of two new buildings, each less than 10,000 gross square feet in size.

Applicable law, including the State Public Contract Code, requires the County to award construction contracts to the Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the bid with the lowest cost; (2) is deemed by the County to be "responsive" to specific criteria under the solicitation, including but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be a "responsible" bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under the bid solicitation.

A standard contract, in the form previously approved by County Counsel, will be used. The contract will contain terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

To ensure that the contract is awarded to the Lowest Responsive and Responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the contractor's State License Board, labor law/payroll violation, and debarment actions. As provided for in Board Policy No. 5.140, the information reported by the contractor will be considered before making a recommendation to award.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration of County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

The plans and specifications include the contractual provisions and material requirements necessary for this project and are on file with Public Works.

### **ENVIRONMENTAL DOCUMENTATION**

On December 2, 2008, your Board found that the Lancaster Animal Shelter Expansion project is categorically exempt from the California Environmental Quality Act (CEQA) according to Sections 15301 (l), 15303 (c), (d) and (e), and 15304 (a) of the State CEQA Guidelines.

### **CONTRACTING PROCESS**

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B).

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Doing Business with Us website.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current County services or projects. The Lancaster Animal Shelter will remain operational during construction of the improvements. The existing modular spay/neuter clinic at the Lancaster Animal Shelter will be temporarily relocated on-site to allow for construction of the new kennel building.

The Honorable Board of Supervisors  
June 16, 2009  
Page 7

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office (Capital Projects Division), the Department of Animal Care and Control, and Public Works (Project Management Division I).

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:GF:DL  
DJT:AC:zu

Attachments (2)

c: Arts Commission  
County Counsel  
Department of Animal Care and Control  
Department of Public Social Services (GAIN/GROW Program)  
Department of Public Works

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
LANCASTER ANIMAL SHELTER EXPANSION PROJECT  
ADOPT, ADVERTISE, AND AWARD  
SPECS. 6997; C.P. 77560  
(FIFTH DISTRICT) (3 VOTES)**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Award Design Contract	N/A
Execute Design Contract	N/A
Construction Documents	03/10/09*
Jurisdictional Approvals	05/12/09*
Start Construction	09/01/09
Substantial Completion	05/14/10
Project Acceptance	08/07/10

\* Actual completion date.



## II. PROJECT BUDGET SUMMARY

Project Activity	Approved Project
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$2,420,000
Job Order Contract	0
Change Orders	363,000
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Misc. Expense	0
Telecomm Equip – Affixed to Building	20,000
Civic Arts	28,000
Subtotal	\$2,831,000
Programming/Development	\$ 0
Plans and Specifications*	\$ 390,753
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	42,000
Material Testing	55,000
Cost Estimating	9,000
Topographic Surveys	12,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other: Constructability Review	0
Subtotal	\$ 118,000
Miscellaneous Expenditures	\$ 7,950
Jurisdictional Review/Plan Check/Permit	\$ 32,977
County Services	
Code Compliance and Quality Control Inspection	\$ 165,103
Design Review	0
Design Services	0
Contract Administration	41,653
Project Management	356,634
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	46,430
Office of Affirmative Action	9,500
County Counsel	0
Other: Sheriff Job Order Contract Management	0
Subtotal	\$ 619,320
<b>TOTAL</b>	<b>\$4,000,000</b>

\*Plans and specifications prepared by Public Works' in-house staff.

June 16, 2009

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC WORKS  
LANCASTER ANIMAL SHELTER EXPANSION PROJECT  
ADOPT, ADVERTISE, AND AWARD  
SPECS. 6997; C.P. 77560**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC FEE</u></b>	<b><u>DATE OF BID OPENING</u></b>
5	6997	Lancaster Animal Shelter Expansion Project 5210 West Avenue I Lancaster, CA 93536	\$75	June 23, 2009

Copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine, Alhambra, California 91803, for the fee stated above. For bid information, please contact Matt Jerge of Architectural Engineering Division at (626) 458-2593. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by the Department of Public Works at 11 a.m. on this date in the Main Conference Room, 5th Floor, at 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active B license classification at the time of bid. The contractor must verify to the County's satisfaction that he/she holds the correct license and experience for this type of project.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department of Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at the Department of Public Works' main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY or for more Americans with Disabilities Act (ADA) information, please contact the Department of Public Works' ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.



Con 72 horas de notificación, el Departamento de Obras Públicas puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para personas con incapacidades. Además, documentación sobre el programa está disponible en la oficina principal del Departamento de Obras Públicas localizada en Alhambra (900 South Fremont Avenue), la cual es accesible para personas con incapacidades. Solamente si necesita solicitar adaptaciones o para mas información del ADA, póngase en contacto con nuestro Coordinador del ADA al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated June 16, 2009.

Specs. 6997

SACHI A. HAMAI, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES